

## Leveille, Kristen

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**From:** Gilmore, Jeffrey  
**Sent:** February 24, 2021 04:17 PM  
**To:** Leveille, Kristen  
**Subject:** FW: New Superintendents  
**Attachments:** Blank Position Admin Template (004).xls

Kristen

What is Supervisor G&L stand for (column G)?

Not sure what to place in that column.

Thanks

Jeff

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**From:** McMahon, Joe <[Joe.McMahon@cbsa-asfc.gc.ca](mailto:Joe.McMahon@cbsa-asfc.gc.ca)>  
**Sent:** February 24, 2021 1:51 PM  
**To:** Gilmore, Jeffrey <[Jeffrey.Gilmore@cbsa-asfc.gc.ca](mailto:Jeffrey.Gilmore@cbsa-asfc.gc.ca)>; Minovski, Lence <[Lence.Minovski@cbsa-asfc.gc.ca](mailto:Lence.Minovski@cbsa-asfc.gc.ca)>  
**Subject:** FW: New Superintendents

Jeff .. pls action

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**From:** Leveille, Kristen <[Kristen.Leveille@cbsa-asfc.gc.ca](mailto:Kristen.Leveille@cbsa-asfc.gc.ca)>  
**Sent:** February 24, 2021 1:36 PM  
**To:** Minovski, Lence <[Lence.Minovski@cbsa-asfc.gc.ca](mailto:Lence.Minovski@cbsa-asfc.gc.ca)>  
**Cc:** McMahon, Joe <[Joe.McMahon@cbsa-asfc.gc.ca](mailto:Joe.McMahon@cbsa-asfc.gc.ca)>; Prosia, Jessica <[Jessica.Prosia@cbsa-asfc.gc.ca](mailto:Jessica.Prosia@cbsa-asfc.gc.ca)>; Nabico, Tania <[Tania.Nabico@cbsa-asfc.gc.ca](mailto:Tania.Nabico@cbsa-asfc.gc.ca)>  
**Subject:** New Superintendents

Hi there,

With the newly created positions for I **30377788**, **30377789**, and **30377790** we need to ensure that prior to proposing the positions for exclusion that we move the appropriate subordinates under them in the **classified** org structure (not just administratively in HRMT).

Please complete the attached spreadsheet, letting us know which BSO's will be reporting to each Superintendent.

We are in the process of finding out the best way to do a bulk movement (change of reporting relationship) of employees through Classifications, and may follow up for additional requirements and/or approvals.

Thank you,

Kristen Leveille

Senior Human Resources Assistant

National Staffing Operations, Southern Ontario Region  
Canada Border Services Agency | Government of Canada  
[Kristen.Leveille@cbsa-asfc.gc.ca](mailto:Kristen.Leveille@cbsa-asfc.gc.ca) /

Assistant Ressources Humaines  
Opérations de dotation national, Région du Sud de l'Ontario  
Agence des services frontaliers du Canada | Gouvernement du Canada  
[Kristen.Leveille@cbsa-asfc.gc.ca](mailto:Kristen.Leveille@cbsa-asfc.gc.ca) / ..

## Leveille, Kristen

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**From:** Nabico, Tania  
**Sent:** January 12, 2021 03:53 PM  
**To:** McMahon, Joe  
**Cc:** Leveille, Kristen; Gravelle, Chantal  
**Subject:** RE: New Position Numbers

Good afternoon Joe and thank you for your patience.

I have received confirmation that for the positions you are requesting, we are able to assist you regionally in having the 3 positions created. It appears based on the information you did provide, Kristen pulled data for your org units and the report shows you have 14 'allowable' positions at this group and level/title before we need to go to classification. Currently. There are 8 positions used so Kristen can create up to 6 in org unit 10026151 without classification.

If you are interested in proceeding, if you can have the HRAR's created and sent to the recruitment mailbox addressed to the attention of Kristen, she can pick up this action and have the positions created and let you know once they are ready.

I am also cc'ing your HR Advisor in case you need any assistance in staffing said positions.

Thanks,

Tania Nabico

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**From:** McMahon, Joe  
**Sent:** January 8, 2021 6:28 PM  
**To:** Nabico, Tania  
**Subject:** Re: New Position Numbers

Excellent thank you

Sent from my iPhone

On Jan 8, 2021, at 3:50 PM, Nabico, Tania <[Tania.Nabico@cbsa-asfc.gc.ca](mailto:Tania.Nabico@cbsa-asfc.gc.ca)> wrote:

Hi Joe:

Our staffing team cant create positions but I am having someone on my team send me what classification does in fact require so I ensure I have that information to send you.

Thanks,

Tania Nabico

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**From:** McMahon, Joe <[Joe.McMahon@cbsa-asfc.gc.ca](mailto:Joe.McMahon@cbsa-asfc.gc.ca)>  
**Sent:** January 8, 2021 11:45 AM

**To:** Nabico, Tania <[Tania.Nabico@cbsa-asfc.gc.ca](mailto:Tania.Nabico@cbsa-asfc.gc.ca)>

**Subject:** New Position Numbers

Apologies in advance Tania as you may have to re-direct this message.

I have been given the authorization from the RDG to proceed with adding three English essential Superintendent position numbers to my Org Chart. How would I go about getting this done? Do we start with a HRAR and go from there?

Thanks

Joe McMahon

Director – Ambassador Bridge | Operations Branch

Canada Border Services Agency | Government of Canada

[joe.mcmahon@cbsa-asfc.gc.ca](mailto:joe.mcmahon@cbsa-asfc.gc.ca) | Tel.: 519-257-6491 | TTY: 866-335-3237

Directeur – pont Ambassador | Direction générale des opérations

Agence des services frontaliers du Canada | Gouvernement du Canada

[joe.mcmahon@cbsa-asfc.gc.ca](mailto:joe.mcmahon@cbsa-asfc.gc.ca) | Tél.: 519-257-6491 | ATS: 866-335-3237



## HR ACTION REQUEST FORM

For additional information please refer to <https://cbsawikiasfc/>

Date Completed 2021-01-13	Date Received in HR
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### 1. Position Information

Branch / Region <b>Southern Ontario</b>	Directorate / Division <b>Ambassador Bridge</b>	
Work Location <b>AMB Travellers OPeration</b>	Organizational Unit <b>10026151</b>	Cost Center <b>3981-210-00</b>
Existing Position No. (if applicable)	Classified Group    FB    Sub-Group	Job Number Level    5    20006250
Job Title <b>Customs Superintendent</b>	Supervisor Position Number	
Current Language Requirement  <input type="checkbox"/> Bilingual      Reading <input type="checkbox"/> Writing <input type="checkbox"/> Oral <input type="checkbox"/> <input checked="" type="checkbox"/> English Essential <input type="checkbox"/> French Essential <input type="checkbox"/> English or French	Communication Requirements  Service to the Public _____ Personal Services _____ Central Services _____ Supervisory Function _____ Grievance Process _____	
Current Security Requirement	Current Tenure of Position	
<b>Reliability Status</b>	<b>Permanent</b>	

Current Arming Designation as identified in CAS (if applicable)

### 2. Classification Action (Complete if requesting a classification action)

Required Documentation	Current Organizational Chart	Current Work Description
Nature of Request (check appropriate box) <input type="checkbox"/> Organizational Design <input type="checkbox"/> Classification Review <input type="checkbox"/> Work Description (job) _____ <input checked="" type="checkbox"/> Position <u>Create a new position</u> Effective date of change / new position <u>2021-01-18</u>		
New Organizational Unit <b>10026151</b>	New Cost Center <b>3981-210-00</b>	Position Number of New Supervisor <b>30183878</b>
Proposed New Security Requirement <b>Secret</b>	Proposed New Arming Designation (if applicable)	
Proposed New Language Requirements (only if changing linguistic profile or if creating a new position)  <input type="checkbox"/> Bilingual      Reading <input type="checkbox"/> Writing <input type="checkbox"/> Oral <input type="checkbox"/> <input checked="" type="checkbox"/> English Essential <input type="checkbox"/> French Essential <input type="checkbox"/> English or French	Communication Requirements  Service to the Public _____ Personal Services _____ Central Services _____ Supervisory Function _____ Grievance Process _____	
Geographic Location (city and province) <b>Windsor, Ontario</b>		
Additional Information <b>Request for the creation of (3) Customs Superintendent positions at Ambassador Bridge Travellers Operation.</b>		

### Authorization for Classification Action

**Joe McMahon**

Signature of Manager requesting classification action  
(must have minimum M4 Financial Authority)

**2021-01-13**

Date

Signature of Classification Advisor

Date

### 3. Staffing Request

Prior to initiating this staffing action, you must confirm with the appropriate delegated authority that funds will be available for this staffing action.

#### Nature of Request (check appropriate box)

- Launching an advertised process. Check all that apply.  
(if selected, skip to section entitled "Authorization for Staffing Action")
- Deployment     Acting     Assignment     Secondment     Indeterminate     Term
- Staffing through a non-advertised process according to the non-advertised policy on the HR wiki page
- Staffing from an existing process
- Staffing selection process number (N/A if student bridging)
- Extension (Specify Staffing Process Number)

### 4. Employment Information

#### Type of Staffing Action (select applicable action(s))

- Temporary \_\_\_\_\_
- Permanent \_\_\_\_\_
- Other \_\_\_\_\_

Effective-Date of Employment	End-Date of Employment	If an extension, specify original effective-date
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Union Representation	Relocation
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In an acting appointment, if an exemption applies to meeting the language profile of a position, specify the type of acting and please attach form BSF713.

- Acting appointment < 4 months to an encumbered bilingual position
- Acting appointment < 4 months to a vacant bilingual position when the position cannot be filled by an appointment of a person who meets the language profile
- Acting appointment  $\geq$  4 months  $\leq$  12 months to an encumbered bilingual position which cannot be filled by an appointment of a person who meets the language profile
- Acting appointment  $\geq$  4 months  $\leq$  18 months to an encumbered bilingual position where the substantive holder is on language training and when the position cannot be filled by an appointment of a person who meets the language profile

If you are using a non-imperative appointment or a non-imperative deployment, have you consulted with the Corporate Official Languages Program?

If you are using a non-imperative appointment, please attach form BSF710.

#### Conditions of Employment

Does the candidate meet all the conditions of employment?

Describe how this staffing action is linked to your HR Plan and Strategy.

If membership in an Employment Equity (EE) group(s) formed part of the decision to hire the person, identify the applicable EE group(s)

- Visible Minority     Aboriginal Person     Person with a Disability     Woman

## Type of Schedule

## Days of Work

## Hours of Work (select appropriate option)

 Shift Work Number of hours per week: \_\_\_\_\_

If seasonal, indicate the annual start-date and end-date or indicate the length of the season

Start-Date (mm/dd)

End-Date (mm/dd)

Length of the Season (e.g. 3 months)

If this is an Assignment, a Secondment or through Interchange Canada, indicate contact information of the sub-delegated manager in the candidate's HOME organization in order to accelerate the process.

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

## E-mail Address \_\_\_\_\_

## Mailing Address \_\_\_\_\_

## 5. Candidate Information

Name	Phone Number	Language of Correspondance
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What is the candidate's current status with the federal government? (Select all that apply)

CBSA employee     Other Government Department, specify \_\_\_\_\_

Indeterminate     Term     Part-Time Worker     Casual     Student     N/A (from the Private Sector)

## E-mail Address \_\_\_\_\_

## Mailing Address \_\_\_\_\_

Phone Number (primary) \_\_\_\_\_

Phone Number (secondary) \_\_\_\_\_

If an existing Public Servant, complete the following

PRI	Current Home Department	Current Position Number if a CBSA employee	Current Substantive Group	Sub-Group	Level
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Name and contact Information of Compensation Advisor at HOME Department/Agency \_\_\_\_\_

## Authorization for Staffing Action

Name of Hiring Manager \_\_\_\_\_

Date \_\_\_\_\_

Title of Hiring Manager \_\_\_\_\_

Date \_\_\_\_\_

Name of Manager with Sub-Delegated Staffing Authority \_\_\_\_\_

Date \_\_\_\_\_

Title of Manager with Sub-Delegated Staffing Authority \_\_\_\_\_

Date \_\_\_\_\_

I confirm that this staffing action, in combination with all other staffing actions currently in process, and current staffing levels, is within the salary budget and FTE cap under my authority.

## 6. Comments

Lence Minovski 519-257-6411

## Leveille, Kristen

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**From:** Minovski, Lence  
**Sent:** January 13, 2021 12:34 PM  
**To:** CBSA-ASFC\_SOR Recruitment  
**Cc:** McMahon, Joe; Nabico, Tania  
**Subject:** HRAR for FB05 Position Creations  
**Attachments:** HRAR FB05 Position Creations .pdf

Hello:

Attached is the HRAR to create 3 FB05 Superintendent positions for the Ambassador Bridge District.

Lence Minovski  
A/Administrative Officer  
Ambassador Bridge Operations – Opérations au pont Ambassadeur  
Southern Ontario Region / Région Sud de l'Ontario  
Canada Border Services Agency – Agence des services frontaliers du Canada  
780 Huron Church Road, Windsor, ON, N9C 2K2  
[Lence.Minovski@cbsa-asfc.gc.ca](mailto:Lence.Minovski@cbsa-asfc.gc.ca)  
Telephone – Téléphone 519-257-6411  
Fax – Télécopieur -519-257-7844  
Telephone – Téléimprimeur 1-866—355—3237  
Government of Canada / Government du Canada

## Leveille, Kristen

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**From:** Prosia, Jessica  
**Sent:** January 18, 2021 10:56 AM  
**To:** Leveille, Kristen  
**Subject:** RE: HRAR for FB05 Position Creations

They are all still in process...

Once they are occupied, I can propose them. I cannot propose a vacant position.

However, I can start getting all the paperwork together – I would need the org charts again, for example

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**From:** Leveille, Kristen <[Kristen.Leveille@cbsa-asfc.gc.ca](mailto:Kristen.Leveille@cbsa-asfc.gc.ca)>  
**Sent:** January 18, 2021 9:54 AM  
**To:** Prosia, Jessica <[Jessica.Prosia@cbsa-asfc.gc.ca](mailto:Jessica.Prosia@cbsa-asfc.gc.ca)>  
**Subject:** RE: HRAR for FB05 Position Creations

Yes they are completely new and nobody occupying as of yet.

Were those other 3 ever officially marked for exclusion – from like 2 years ago?

---

**From:** Prosia, Jessica <[Jessica.Prosia@cbsa-asfc.gc.ca](mailto:Jessica.Prosia@cbsa-asfc.gc.ca)>  
**Sent:** January 18, 2021 9:51 AM  
**To:** Leveille, Kristen <[Kristen.Leveille@cbsa-asfc.gc.ca](mailto:Kristen.Leveille@cbsa-asfc.gc.ca)>  
**Subject:** RE: HRAR for FB05 Position Creations

Hi Kristen,

This is the first that I have heard about these positions – are they completely new position numbers?  
Are they currently occupied by anyone?

Thank you,

Jessica

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**From:** Leveille, Kristen <[Kristen.Leveille@cbsa-asfc.gc.ca](mailto:Kristen.Leveille@cbsa-asfc.gc.ca)>  
**Sent:** January 18, 2021 9:46 AM  
**To:** Prosia, Jessica <[Jessica.Prosia@cbsa-asfc.gc.ca](mailto:Jessica.Prosia@cbsa-asfc.gc.ca)>  
**Cc:** Minovski, Lence <[Lence.Minovski@cbsa-asfc.gc.ca](mailto:Lence.Minovski@cbsa-asfc.gc.ca)>  
**Subject:** FW: HRAR for FB05 Position Creations

Jessica – I have been advised that the following new position numbers are being proposed for exclusion. Can you please advise me if/when this is done. Thanks, Kristen

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**From:** Leveille, Kristen  
**Sent:** January 15, 2021 1:14 PM  
**To:** McMahon, Joe <[Joe.McMahon@cbsa-asfc.gc.ca](mailto:Joe.McMahon@cbsa-asfc.gc.ca)>

**Cc:** Minovski, Lence <[Lence.Minovski@cbsa-asfc.gc.ca](mailto:Lence.Minovski@cbsa-asfc.gc.ca)>; Nabico, Tania <[Tania.Nabico@cbsa-asfc.gc.ca](mailto:Tania.Nabico@cbsa-asfc.gc.ca)>  
**Subject:** RE: HRAR for FB05 Position Creations

The following position numbers have been created:

30377788  
30377789  
30377790

English – Non Excluded  
Belongs to 3981-210-00, Org Unit 10026151  
Reports to 30183878

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**From:** Minovski, Lence <[Lence.Minovski@cbsa-asfc.gc.ca](mailto:Lence.Minovski@cbsa-asfc.gc.ca)>  
**Sent:** January 13, 2021 12:34 PM  
**To:** CBSA-ASFC\_SOR Recruitment <[M3981064AAG@cbsa-asfc.gc.ca](mailto:M3981064AAG@cbsa-asfc.gc.ca)>  
**Cc:** McMahon, Joe <[Joe.McMahon@cbsa-asfc.gc.ca](mailto:Joe.McMahon@cbsa-asfc.gc.ca)>; Nabico, Tania <[Tania.Nabico@cbsa-asfc.gc.ca](mailto:Tania.Nabico@cbsa-asfc.gc.ca)>  
**Subject:** HRAR for FB05 Position Creations

Hello:

Attached is the HRAR to create 3 FB05 Superintendent positions for the Ambassador Bridge District.

Lence Minovski  
A/Administrative Officer  
Ambassador Bridge Operations – Opérations au pont Ambassadeur  
Southern Ontario Region / Région Sud de l'Ontario  
Canada Border Services Agency – Agence des services frontaliers du Canada  
780 Huron Church Road, Windsor, ON, N9C 2K2  
[Lence.Minovski@cbsa-asfc.gc.ca](mailto:Lence.Minovski@cbsa-asfc.gc.ca)  
Telephone – Téléphone 519-257-6411  
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Telephone – Télémprimeur 1-866-355-3237  
Government of Canada / Government du Canada

## Leveille, Kristen

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**From:** Nabico, Tania  
**Sent:** March 1, 2021 02:20 PM  
**To:** Leveille, Kristen  
**Subject:** RE: New Superintendents

Hi Kristen:

No. The first time I was actually able to get someone to reply to messages was when the client finally went to the director of classification and got a classification Advisor to get back to us

Anik mentioned when she looked into all cases we had mentioned that day that they were doing some preliminary research on the files and would get back to us.

Can you send her an email advising of what you had the clients complete for the case below and if she can confirm that sending the spreadsheet is the appropriate approach as was suggested in the past and if not, can she advise of the necessary steps.

Then cc me and the advisor please.

Thanks for working on this.

Tania Nabico

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**From:** Leveille, Kristen <[Kristen.Leveille@cbsa-asfc.gc.ca](mailto:Kristen.Leveille@cbsa-asfc.gc.ca)>  
**Sent:** March 1, 2021 1:21 PM  
**To:** Nabico, Tania <[Tania.Nabico@cbsa-asfc.gc.ca](mailto:Tania.Nabico@cbsa-asfc.gc.ca)>  
**Subject:** RE: New Superintendents

Tania – Do we have any further direction on how to handle bulk movements? In this case, WBO has completed the spreadsheet and has 12 FB03's with a change in reporting relationship. Would you like me to inquire with Anik directly, or wait.

Thanks  
Kristen

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**From:** Leveille, Kristen  
**Sent:** February 24, 2021 1:36 PM  
**To:** Minovski, Lence <[Lence.Minovski@cbsa-asfc.gc.ca](mailto:Lence.Minovski@cbsa-asfc.gc.ca)>  
**Cc:** McMahon, Joe <[Joe.McMahon@cbsa-asfc.gc.ca](mailto:Joe.McMahon@cbsa-asfc.gc.ca)>; Prosia, Jessica <[Jessica.Prosia@cbsa-asfc.gc.ca](mailto:Jessica.Prosia@cbsa-asfc.gc.ca)>; Nabico, Tania <[Tania.Nabico@cbsa-asfc.gc.ca](mailto:Tania.Nabico@cbsa-asfc.gc.ca)>  
**Subject:** New Superintendents

Hi there,

With the newly created positions for **-30377788**, **30377789**, and **30377790** we need to ensure that prior to proposing the positions for exclusion that we move the appropriate subordinates under them in the **classified** org structure (not just administratively in HRMT).

Please complete the attached spreadsheet, letting us know which BSO's will be reporting to each Superintendent.

We are in the process of finding out the best way to do a bulk movement (change of reporting relationship) of employees through Classifications, and may follow up for additional requirements and/or approvals.

Thank you,

*Kristen Leveille*

Senior Human Resources Assistant  
National Staffing Operations, Southern Ontario Region  
Canada Border Services Agency | Government of Canada  
Kristen.Leveille@cbsa-asfc.gc.ca /

Assistant Ressources Humaines  
Opérations de dotation national, Région du Sud de l'Ontario  
Agence des services frontaliers du Canada | Gouvernement du Canada  
Kristen.Leveille@cbsa-asfc.gc.ca /

**Branch Name** Operations

**Division Name** Ambassador Bridge

**Org Unit:** 10026151

**Director's Name** Joe McMahon

**Director's Approval (Signature)** 

**Date:** March 8/2021

<b>Position No</b>	<b>Group &amp;</b>	<b>Old Org Unit #</b>	<b>New Org Unit #</b>	<b>Old Supervisor Position #</b>	<b>New Supervisor Position #</b>	<b>Superv G&amp;L</b>	<b>Effective Date</b>
30309955	FB03	10026151	10026151	30065242	30377788	FB05	01-Apr-21
30064953	FB03	10026151	10026151	30139084	30377788	FB05	01-Apr-21
30104380	FB03	10026151	10026151	30064694	30377788	FB05	01-Apr-21
30064833	FB03	10026152	10026151	30081328	30377788	FB05	01-Apr-21
30064938	FB03	10027178	10026151	30064925	30377788	FB05	01-Apr-21
30304969	FB03	10027178	10026151	30064925	30377789	FB05	01-Apr-21
30064832	FB03	10026151	10026151	30139082	30377789	FB05	01-Apr-21
30326858	FB03	10026151	10026151	30065242	30377789	FB05	01-Apr-21
30065009	FB03	10026153	10026151	30167903	30377789	FB05	01-Apr-21
30286176	FB03	10026153	10026151	30064692	30377789	FB05	01-Apr-21
30064829	FB03	10026151	10026151	30139084	30377790	FB05	01-Apr-21
30293370	FB03	10026151	10026151	30139082	30377790	FB05	01-Apr-21
30330765	FB03	10027178	10026151	30156641	30337790	FB05	01-Apr-21
30356326	FB03	10026151	10026151	30139084	30337790	FB05	01-Apr-21
30104196	FB03	10026151	10026151	30064770	30337790	FB05	01-Apr-21

## Leveille, Kristen

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**From:** Minovski, Lence  
**Sent:** March 8, 2021 01:26 PM  
**To:** Leveille, Kristen  
**Subject:** RE: Blank Position Admin Template  
**Attachments:** Signed Blank Template for Superintendent Positions .pdf

Hi Kristen:

I have corrected the two position numbers. Attached is the signed copy.

Thank you

Lence Minovski  
A/Administrative Officer  
Ambassador Bridge Operations – Opérations au pont Ambassadeur  
Southern Ontario Region / Région Sud de l'Ontario  
Canada Border Services Agency – Agence des services frontaliers du Canada  
780 Huron Church Road, Windsor, ON, N9C 2K2  
[Lence.Minovski@cbsa-asfc.gc.ca](mailto:Lence.Minovski@cbsa-asfc.gc.ca)  
Telephone – Téléphone 519-257-6411  
Fax – Télécopieur -519-257-7844  
Telephone – Télémémo 1-866—355—3237  
Government of Canada / Government du Canada

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**From:** Leveille, Kristen <[Kristen.Leveille@cbsa-asfc.gc.ca](mailto:Kristen.Leveille@cbsa-asfc.gc.ca)>

**Sent:** March 4, 2021 11:51 AM

**To:** Minovski, Lence <[Lence.Minovski@cbsa-asfc.gc.ca](mailto:Lence.Minovski@cbsa-asfc.gc.ca)>

**Subject:** RE: Blank Position Admin Template

Hi Lence,

Okay, so I am putting together some other documents that Classifications requires to go along with this request. We'll also need your chart signed, but I need a correction to it and if you could let me know. The two positions highlighted in yellow are incorrect – they are Superintendents and should be BSO's. If you could let me know which two position numbers are being replaced in this chart, I am trying to put together the Org Chart that should match it.

Once we have all of it, I'll send you a package for signature. We will also need the reasoning/justification and an email approval from Joe.

Thanks,  
Kristen

Position No.	Group	Old Org Unit #	New Org Unit #	Old Supervisor Position #	New Supervisor Position #	Supervisor G&L	Supervisor G&L
30065241	FB03	10026151	10026151	30065242	30377788	FB05	FB05
30065242	FB03	10026151	10026151	30139084	30377788	FB05	FB05
30064694	FB03	10026151	10026151	30064694	30377788	FB05	FB05
30064695	FB03	10026151	10026151	30064695	30377788	FB05	FB05

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**From:** Minovski, Lence <[Lence.Minovski@cbsa-asfc.gc.ca](mailto:Lence.Minovski@cbsa-asfc.gc.ca)>  
**Sent:** March 2, 2021 1:05 PM  
**To:** Leveille, Kristen <[Kristen.Leveille@cbsa-asfc.gc.ca](mailto:Kristen.Leveille@cbsa-asfc.gc.ca)>; McMahon, Joe <[Joe.McMahon@cbsa-asfc.gc.ca](mailto:Joe.McMahon@cbsa-asfc.gc.ca)>  
**Subject:** RE: Blank Position Admin Template

Kristen:

We had 5 BSO position numbers reporting to each Superintendent. For some reason it does not print the full template. Attached is the template with all of the position numbers that should be reporting to each superintendent

Lence Minovski  
A/Administrative Officer  
Ambassador Bridge Operations – Opérations au pont Ambassadeur  
Southern Ontario Region / Région Sud de l'Ontario  
Canada Border Services Agency – Agence des services frontaliers du Canada  
780 Huron Church Road, Windsor, ON, N9C 2K2  
[Lence.Minovski@cbsa-asfc.gc.ca](mailto:Lence.Minovski@cbsa-asfc.gc.ca)  
Telephone – Téléphone 519-257-6411  
Fax – Télécopieur -519-257-7844  
Telephone – Télécopieur 1-866-355-3237  
Government of Canada / Government du Canada

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**From:** Leveille, Kristen <[Kristen.Leveille@cbsa-asfc.gc.ca](mailto:Kristen.Leveille@cbsa-asfc.gc.ca)>  
**Sent:** March 2, 2021 12:43 PM  
**To:** McMahon, Joe <[Joe.McMahon@cbsa-asfc.gc.ca](mailto:Joe.McMahon@cbsa-asfc.gc.ca)>  
**Cc:** Minovski, Lence <[Lence.Minovski@cbsa-asfc.gc.ca](mailto:Lence.Minovski@cbsa-asfc.gc.ca)>  
**Subject:** RE: Blank Position Admin Template

Well that's weird! Not sure why part of it was cut off...

I apologize but was not aware when we began this exercise, but just learned from Labour Relations that in order for them to propose the position for exclusion, there needs to be a minimum of 5 subordinates under them. Can you please revise your chart so that they each have 5?

Thanks  
Kristen

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**From:** McMahon, Joe <[Joe.McMahon@cbsa-asfc.gc.ca](mailto:Joe.McMahon@cbsa-asfc.gc.ca)>  
**Sent:** March 2, 2021 12:39 PM  
**To:** Leveille, Kristen <[Kristen.Leveille@cbsa-asfc.gc.ca](mailto:Kristen.Leveille@cbsa-asfc.gc.ca)>; Minovski, Lence <[Lence.Minovski@cbsa-asfc.gc.ca](mailto:Lence.Minovski@cbsa-asfc.gc.ca)>  
**Subject:** RE: Blank Position Admin Template

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**From:** Leveille, Kristen <[Kristen.Leveille@cbsa-asfc.gc.ca](mailto:Kristen.Leveille@cbsa-asfc.gc.ca)>  
**Sent:** March 2, 2021 12:32 PM  
**To:** Minovski, Lence <[Lence.Minovski@cbsa-asfc.gc.ca](mailto:Lence.Minovski@cbsa-asfc.gc.ca)>; McMahon, Joe <[Joe.McMahon@cbsa-asfc.gc.ca](mailto:Joe.McMahon@cbsa-asfc.gc.ca)>  
**Subject:** RE: Blank Position Admin Template

Hi Joe,

I apologize but was not aware when we began this exercise, but just learned from Labour Relations that in order for them to propose the

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**From:** Minovski, Lence <[Lence.Minovski@cbsa-asfc.gc.ca](mailto:Lence.Minovski@cbsa-asfc.gc.ca)>

**Sent:** March 1, 2021 12:48 PM

**To:** Leveille, Kristen <[Kristen.Leveille@cbsa-asfc.gc.ca](mailto:Kristen.Leveille@cbsa-asfc.gc.ca)>

**Subject:** Blank Position Admin Template

Hi Kristen:

Attached is the completed template for the 3 new Superintendent positions.

Thank you

Lence Minovski  
A/Administrative Officer  
Ambassador Bridge Operations – Opérations au pont Ambassadeur  
Southern Ontario Region / Région Sud de l'Ontario  
Canada Border Services Agency – Agence des services frontaliers du Canada  
780 Huron Church Road, Windsor, ON, N9C 2K2  
[Lence.Minovski@cbsa-asfc.gc.ca](mailto:Lence.Minovski@cbsa-asfc.gc.ca)  
Telephone – Téléphone 519-257-6411  
Fax – Télécopieur -519-257-7844  
Telephone – Téléimprimeur 1-866—355—3237  
Government of Canada / Government du Canada

## Leveille, Kristen

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**From:** Nabico, Tania  
**Sent:** January 12, 2021 03:53 PM  
**To:** McMahon, Joe  
**Cc:** Leveille, Kristen; Gravelle, Chantal  
**Subject:** RE: New Position Numbers

Good afternoon Joe and thank you for your patience.

I have received confirmation that for the positions you are requesting, we are able to assist you regionally in having the 3 positions created. It appears based on the information you did provide, Kristen pulled data for your org units and the report shows you have 14 'allowable' positions at this group and level/title before we need to go to classification. Currently. There are 8 positions used so Kristen can create up to 6 in org unit 10026151 without classification.

If you are interested in proceeding, if you can have the HRAR's created and sent to the recruitment mailbox addressed to the attention of Kristen, she can pick up this action and have the positions created and let you know once they are ready.

I am also cc'ing your HR Advisor in case you need any assistance in staffing said positions.

Thanks,

Tania Nabico

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**From:** McMahon, Joe <Joe.McMahon@cbsa-asfc.gc.ca>  
**Sent:** January 8, 2021 6:28 PM  
**To:** Nabico, Tania <Tania.Nabico@cbsa-asfc.gc.ca>  
**Subject:** Re: New Position Numbers

Excellent thank you

Sent from my iPhone

On Jan 8, 2021, at 3:50 PM, Nabico, Tania <[Tania.Nabico@cbsa-asfc.gc.ca](mailto:Tania.Nabico@cbsa-asfc.gc.ca)> wrote:

Hi Joe:

Our staffing team cant create positions but I am having someone on my team send me what classification does in fact require so I ensure I have that information to send you.

Thanks,

Tania Nabico

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**From:** McMahon, Joe <[Joe.McMahon@cbsa-asfc.gc.ca](mailto:Joe.McMahon@cbsa-asfc.gc.ca)>  
**Sent:** January 8, 2021 11:45 AM

**To:** Nabico, Tania <[Tania.Nabico@cbsa-asfc.gc.ca](mailto:Tania.Nabico@cbsa-asfc.gc.ca)>

**Subject:** New Position Numbers

Apologies in advance Tania as you may have to re-direct this message.

I have been given the authorization from the RDG to proceed with adding three English essential Superintendent position numbers to my Org Chart. How would I go about getting this done? Do we start with a HRAR and go from there?

Thanks

Joe McMahon

Director – Ambassador Bridge | Operations Branch

Canada Border Services Agency | Government of Canada

[joe.mcmahon@cbsa-asfc.gc.ca](mailto:joe.mcmahon@cbsa-asfc.gc.ca) | Tel.: 519-257-6491 | TTY: 866-335-3237

Directeur – pont Ambassador | Direction générale des opérations

Agence des services frontaliers du Canada | Gouvernement du Canada

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## Leveille, Kristen

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**From:** Leveille, Kristen  
**Sent:** May 18, 2021 12:10 PM  
**To:** Levesque, Lucie  
**Subject:** RE: Creation of positions  
**Attachments:** RE: New Position Numbers

Hi Lucie,

Please see attached correspondence. We were advised that if there was room under the DFA Table Report that we were able to create positions regionally, and that if there was no room available then we send the package to Classifications.

Thanks,  
Kristen

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**From:** Levesque, Lucie <Lucie.Levesque@cbsa-asfc.gc.ca>  
**Sent:** May 18, 2021 12:00 PM  
**To:** Leveille, Kristen <Kristen.Leveille@cbsa-asfc.gc.ca>  
**Subject:** Creation of positions

Hello Kristen  
Hope you are doing well. I was hopping you had more information regarding the creation of the following positions:  
30377788  
30377789  
30377790  
We could not found any Validation request ?  
Thanks

Lucie Levesque  
Supervisor, Program Support  
National Organization and Classification  
Canada Border Services Agency/Government of Canada

[Lucie.Levesque@cbsa-asfc.gc.ca](mailto:Lucie.Levesque@cbsa-asfc.gc.ca)

Phone

Lucie Levesque  
Superviseur, soutien au programme  
Organisation nationale et classification  
Agence des services frontaliers du Canada/gouvernement du Canada

[Lucie.Levesque@cbsa-asfc.gc.ca](mailto:Lucie.Levesque@cbsa-asfc.gc.ca)

Telephone